JAIPUR ENGINEERING COLLEGE
AND RESEARCH CENTRE

JECRC POLICY 2023-2028

Step towards Quality Standards

JAIPUR ENGINEERING COLLEGE
AND RESEARCH CENTRE

Jaipur Engineering College and Research Centre
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Motto of JECRC

Teach
Train
&
Transform
For

- Contribution towards National Development
- Global Competencies among Students
- Incorporating a Value System
- Promotion to Use of Technology
- Zeal for Excellence

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VISION OF INSTITUTE

To become a renowned centre of outcome-based learning, and work towards academic, professional, cultural and social enrichment of the lives of individuals and communities.

MISSION OF THE INSTITUTE:

- Focus on evaluation of learning outcomes and motivate students to inculcate research aptitude by project based learning.
- Identify, based on informed perception of India, regional and global needs, the areas of focus and provide platform to gain knowledge and solutions.
- Offer opportunities for interaction between academia and industry.
- Develop human potential to its fullest extent so that intellectually capable and imaginatively gifted leaders may emerge in range of profession.

VISION OF IQAC

To monitor, advise and ensure, initiatives taken by the institute to improve quality in education and administrative setup by doing periodic monitoring & evaluation and achieving new benchmarks.

MISSION OF IQAC

- To establish outcome based learning environment that includes value based system.
- To encourage all the departments to outreach and build relationships with the institutes and industries of repute at global level.
- To develop a system that consistently monitors and advises the initiatives taken by the institute and encourages improvement upon best practices.
- To develop universal rules and rubrics for all sections.

STRATEGIES OF IQAC

1) IQAC shall create process to ensure that all the academic and administrative tasks are performed timely and efficiently.
2) IQAC shall suggest various academic / research based programmes.
3) IQAC shall create process for outcome based learning.
4) IQAC shall advise transparency.
5) IQAC shall monitor and motivate initiatives of the institute towards the benefits of various sections of society.
6) To monitor the progress of strategic planning of the institute and provide necessary support.

Academic Policy

Jaipur Engineering Institute and Research Centre is ensuring outcome based learning to the students at various levels. IQAC ensures the following:

The major responsibility are as follows:

1. Drafting of vision, mission, course outcomes, program outcomes, program specific outcomes, relationship between them by the various departments in association with stake holders, feed backs on the above-mentioned credentials and their dissemination to various stake holders in effective manner.
2. To implement the internal examination whose weightage as per RTU norms through the various departments for calculation of course outcomes within the academic calendar.
3. IQAC oversees the adoption of the following procedure by various departments:
   a. Formation of exam moderation committee in the departments.
   b. Faculty members must ensure to submit two sets of question papers along with solution of the same to the moderation committee.
   c. All the question papers must be mapped with Course outcomes.
   d. Moderation committee thus finalize the question paper for the examination cell of the department.
   e. The evaluation of the answer sheet is to be done within one week of the examination.
   f. The solution along with step marking is to be displayed on the notice boards.
   g. Students are given two day's time to go through the evaluation of their answer script and submit the grievance form to the concerned faculty member if necessary.
   h. The faculty member thus compiles the result based on the course outcomes.
   i. As per the bench marking students who do not cross the same are termed as weak students and thus identification of slow learner and advance learner are identified.
   j. An assignment is to be provided to the slow learners to improve their performance in the next examination and due mentoring is proposed.
4. External examination whose weightage is as per RTU norms, other direct and indirect tools are to be mapped with the program outcomes and thus department needs to submit the evaluation of PO's to IQAC for further necessary actions.
5. Based on the targets of CO's and identified gaps, IQAC advice department to conduct various activities to bridge the gap.
6. Tutorial is the important activity that is to ensure the knowledge of learning level of the students, is to be conducted as follows:
   a. Faculty member will prepare groups in the class having six students in a group.
   b. Faculty member will identify the advance learner in each group.
   c. Faculty member will distribute the tutorial sheet amongst students of the group and the advance learner will help other members of the group to solve the tutorial sheet.
   d. Faculty member will be available in the tutorial class for advice only.
7. The project work carried out by the student generally reflects their learning level during the program and knowledge of all the PO's while implementing their project work on various technical / social challenges of the society. The project work is carried out by group of students and process of distribution of groups and their continuous evaluation is to be ensure by IQAC is as follows:
   a. Faculty members list with their specialization is circulated among students before start of the semester.

b. Students discuss their ideas with faculty members according to faculty specialization.
c. Faculty members prepare group of students having same type of interest/field /idea.
d. Faculty members modify their ideas and team members.
e. After the discussion with faculty members project title are displayed and all the students as per their groups make first presentation based on the literature survey based on the allotted title.
f. Department must ensure that there must be at least three presentation by the students for their continuous evaluation.
g. It is mandatory for all the students to present and publish a research paper on their project during national conference of repute at the institute or outside the institute before submission.
h. All the departments must share the above with IQAC and thus IQAC provide necessary advice in case of any deviation of the process.

8. It is mandatory for all the departments to submit CO and PO evaluation to IQAC.
9. It is mandatory to all departments to conduct internal and external audit and submit a report to IQAC for necessary action.
10. IQAC ensure that proper personal and professional mentoring is carried out by all the departments.
11. It is mandatory for all the departments to make a presentation to IQAC cell based on various activities conducted during the year before the annual meeting of the members of IQAC.

Maintenance Policy

Maintenance related issues are addressed through the following steps in the Institute.

1. All Head of the department prepares their preliminary budget based on last year expenditure related to the maintenance (if any) before the start of the session and forward the same to the maintenance in charge / Estate engineer, who then forwards it for final approval to the NSERD.
2. Regular maintenance budget of building/ground/hostel etc. is made based on last year expenditure. Estate engineer, who then forwards it for final approval to the NSERD.
4. NSERD approves the budget.
5. Concerned Head of the Department/Section submits their maintenance issues through a grievance form to the maintenance head of the institution for approval.
6. After approval it goes to the Estate engineer for further action.
7. Estate engineer visits the site and prepare a budget of the same and get an approval from the Vice Chairman of the Institute.
8. After receiving the approval the Estate Engineer executes the task.
9. After completion of the task with entire satisfaction, estate engineer submits the grievance form to report to the head of the institution through vice chairman.
10. Head of the institution forward the same document to the Registrar for their record.
11. Accounts office keeps the entire records of the maintenance.

Library Policy

3.1 MEMBERSHIP

a. All the Students of JECRC are members of the library.
b. The students will get library cards to enable them to get books issued.
c. Books will be issued only on presentation of the Identity card. The library cards are not transferable.

3.2 WORKING HOURS

a. The library remains open from 8.15 AM to 5.00 PM.
b. Issue and return services are available between 8.30 AM and 4.00 PM.

3.3 PROCEDURE

a. Students are advised to always bring their Identity card while in the library.
b. They are advised to keep their bags, files, books and other materials outside the library in the space provided.
c. Books will be issued for 14 days. The book should be returned to the library by the due date otherwise a sum of Rs. 25/- (Rupees Twenty Five) per day per book will be charged as due over charge.
d. Once issued the book will not be re-issued on the same day. If there is a demand from any other student, the same book will be retained and will be issued to that student.
e. Members can ask for a title not available in the library but required for academic work.
f. To recall any book before the due date.
g. Reference books, Dictionaries, Directories, Periodicals are not issuable. Members are expected to refer to the same in the library only.
h. If a book / books borrowed from the Library is / are lost, the matter must be reported to the Librarian immediately. Any damage done to the book and periodicals replacement, the double cost will be charged along with a fine. Any kind of marking, writing of name, folding of pages will be treated as causing damage.
i. The “Reverse text book, reference book” will be issued for reading room only on your identity card.
j. At the end of the session, every student should return the library cards before proceeding, failing which no new cards will be issued and a fine will be charged.
k. Students have to put their signature in the register available at the entrance of the library and show identity card. Without identity card, no entry will be allowed in the library.
l. Any student found not obeying the library rules and disturbing the library will be deprived of the library facility.
m. Reader should observe strict silence inside the library.
n. Usages of mobile phone are not permitted in the library block.
o. In case of loss of borrower's card, the matter must be reported to the librarian. A duplicate ticket may be issued against the payment of Rs.100/- per ticket.

Research Support Incentive Scheme (RSIS)

4.1 OBJECTIVE OF THE SCHEME

The primary objective of the proposed incentive scheme is to motivate the faculty members of Jaipur Engineering Institute and Research Centre, Jaipur (JECRC) to undertake quality research, consultancy and other research related activities.

4.2 SCOPE OF THE SCHEME

This scheme covers all faculty members of all department of the JECRC.

The scope of the scheme envisages, in particular:

1. To motivate faculty members to seek opportunities for personal and professional career growth by taking their research work to the next level.
2. To motivate our faculty members to concentrate on research related activities, in addition to the teaching, so as to publish research articles in reputed refereed international and national journals with impact factor.
3. To pursue efforts to write books and chapters for publication by International and National publishers of repute.
4. To evince interest among the members of faculty so that they take efforts to establish collaborative research projects with their counterparts in reputed organizations/ Institutions and foreign universities.
5. To encourage faculty members to submit proposals and secure funded research projects from various funding agencies in India and abroad.
6. To undertake consultancy projects sponsored by Government, Private Industries and other organizations.
7. To encourage creativity in the minds of faculty members, so that they make original contributions by way of products, concepts etc. and obtain patents.

4.3 DETAILS OF THE SCHEME

1) **Research Paper Publications:** If a research paper is published based on his/her work in hard copy or in electronic form in a reputed /refereed international journal as recommended by the Head of the Institution, incentive will be paid to the faculty member (Once in a year to each faculty) as indicated below.

- SCI / SCOPUS (Paid) Journals - Rs. 8,000/-
- SCI/SCOPUS (Unpaid) Journals - Rs. 10,000/-
- UGC Care Listed Journals - Rs. 2,000/-

If the paper is contributed by more than one author, the incentive amount will be shared by all the authors equally. Faculty members are encouraged to publish papers only in reputed journals and avoid publications in paid journals. Faculty members should also submit a "Self Declaration" stating that publication fee was not paid to the Journal.

2) Publication of Books: To support the faculty to enhance their academic credential line with the UGC expectations by participating more actively in research and learning the following incentives will be given for the publication of text books in relevant discipline on submission of a complimentary copy of the book to the central library of JECRC:

- Incentive for an authored book (that's been written by one or more authors and contributes in the relative field of education and research), Rs. 15,000/- is the text is published by an International publisher like McGraw Hill, Prentice Hall, Oxford University Press, IEEE Press, USA, Springer, Germany or other international reputed publishers.
- Incentive for an authored book (that's been written by one or more authors and contributes in the relative field of education and research) - Rs. 10,000/- is the text is published by a national publisher like Tata McGraw Hill, Prentice Hall of India, MacMillan India, Sage.
- An incentive of Rs. 2000/- will be given if the authored book is published by Regional Local publisher.
- Incentive for an Internationally Published edited book (the one when an editor compiles a group of articles or chapters written by different authors and publishers it in a single volume and contributes in the relative field of education and research) is Rs. 5000/- and published by an International publisher like McGraw Hill, Prentice Hall, Oxford University Press, IEEE Press, USA, Springer, Germany or other international reputed publishers.
- Incentive to write chapter (one of the main divisions of a piece of writing of relevant length, such as any reference book and contributes in the relative field of education and research) is Rs. 2000/- in a national international high reputed text book.
- Any conference proceeding does not count as a book under this scheme.

3) Attending and presenting research papers at National & International Conferences:

- Maximum of 50% of the faculty members from each department per academic year will be considered as recommended by the Head of the Institution. Each faculty member will be able avail this benefit twice in a year.
- For each faculty members attending and presenting a research paper in national conferences held in India as a first author, the institute will pay the registration charges (maximum ceiling of Rs. 2000/- per paper) and TA (Indian Railway Ticket Fare of 3rd AC; provided the conference is hosted by a reputed institution.
- For each faculty members attending and presenting a research a paper in national conferences held in India as a first author, the institute will pay the registration charges (maximum ceiling of Rs. 4000/- per paper) and TA (Indian Railway Ticket Fare of 2nd AC) provided the conference is hosted by reputed institution.
- For the faculty attending and presenting a research paper in international conference held in abroad, the Institute shall pay 50% of the registration fee and 50% of the travel expenses (maximum ceiling of Rs. 50,000/-) as recommended by the Head of the Institution, provided the conference is hosted by a reputed institution. The ceiling of faculty members will not apply when the travel expenses have been provided for in the externally funded research project. Preferably, such expenses should have been factored into the project/research grants.

4) MOOC's Related Incentive: Faculty members are encouraged to learning through MOOC's and are also be incentivized for developing MOOC's for identified platforms. Five faculty members from each department in one semester will be eligible to receive incentive for MOOC under this scheme. The following incentive scheme is being followed under MOOC's related incentives

- AICTE - NITTT modules: An incentives of Rs. 10,000/- will be given on completion of all the 8 modules of NITTT.
- Development of MOOC's: An incentive of Rs. 5,000/- will be given for developing any MOOC on the identified platforms.
- E- Content Development: Faculty members developing e-content on the various channels like website, YouTube, tiktok or whatsapp will be entitled to receive incentive of Rs.5,000/- with the recommendation and review of the Head of the Institution.6).

5) Collaborative Research Project with Foreign University/Agency / Institute

- Any Collaborative research project undertaken by our faculty members with an industry/foreign University with tangible outcome, the faculty member is eligible to get an incentive of Rs 50,000/- The tangible outcome shall be endorsed by the Head of the Institution.
- If the project involves more than one faculty from the Institute, the total amount will be shared among the participating faculty members.
- The year in which the collaborative project commenced is the criteria for including this into the scheme. A project cannot be included more than once in the scheme.
- Any publication arising out of this collaborative research will also be eligible for incentives as per the norms of the publication.

6) Generation of Research Grants

- Faculty members are expected to submit proposals for research grants from Government/Non-Government funding agencies. It is quite likely, that these projects may involve modernization of laboratories, acquiring of equipment required specific to their search study or conducting of surveys etc. The incentive will be linked to the total amount of research grant sanctioned by the sponsoring agency. An incentive of l0% of the research grant will be given to an

Individual/team/department to develop the necessary research capability required to execute the related projects.

- For Grant amount up to Rs.10,00,000/- an incentive of Rs. 50,000/- will be given to the individual/team. If the project involves more than one faculty from the Institute the total amount will be shared among the participating faculty members.
- For Grant amount up to Rs. 20 Lakhs to Rs. 50 Lakhs an incentive of Rs. 2,00,000/- will be given to the individual/team. If the project involves more than one faculty from the Institute the total amount will be shared among the participating faculty members or Lifetime Membership of any related society will be sponsored by the management within the same amount up to 3 members of the team.
- For grant amount up to Rs. 50 Lakhs to Rs. 1 Cr. an incentive of Rs. 5,00,000/- will be given to the individual/team or expenses of International conference with in the same amount mange or Life Time Membership of any related society will be sponsored by the management. If the project involves more than one faculty from the Institute the total amount will be shared among the participating faculty members.
- For Grant amount up to Rs l Cr. And above an incentive of Rs. 5,00,000/- and Life Time Membership of any related society or expenses of International Conference/Workshop with in the same amount range or will be sponsored by the management. If the project involves more than one faculty from the Institute the total amount will be shared among the participating faculty members.

7) Undertakings Consultancy Projects

- If there is a substantial contribution by the faculty member in the consultancy project and no resources of the Institute (like laboratory, computer, software etc. utilized), the members involved in the consultancy project will take 60%, of the total value of the consultancy amount received and 40 % will go to the Institute and an incentive reward of Rs. 10,000/- will be given.
- If the resource of the Institute such as laboratory facilities, computing facilities, drafting and other facilities are utilized in the consultancy project, than Rs. 2,00,000/- will be given for facility development to the concerned department and the annual revenue sharing will be as follow:
  - Ist year - 80% (Faculty) 20% (JECRC)
  - IInd Year - 70% (Faculty) 30% (JECRC)
  - IIIrd Year - 60% (Faculty) 40% (JECRC)

8) Faculty/Staff Development Programmer (FDP):

- Faculty members are encouraged to participate in Workshops/STTP/FDP as may be decided by the Institute from time to time.
- Faculty members attending a program of more than three days duration shall plan their participation in the semester break/summer vacation so that the academic schedule of the students remains undisturbed.
- Faculty members are sent for such programs shall be eligible for an incentive of reimbursement of lodging &boarding for the duration of the training program.
- Eligibility for such programs shall be restricted to two faculty members per semester from a department. In general, programmes sponsored by AICTE/ISTE/DST and other institutions where the host institution takes care of significant portion of the training cost, and the faculty will be given Academic Leave for the period.

9) Best Faculty Award: Scientifically designed, faculty evaluation scheme called Performance Based Appraisal System is implemented in the JECRC. The Performance Based Appraisal System consist of 200 marks, and the teacher who scores the maximum marks is rewarded as Best Faculty of the Institute. An incentive of Rs. 5000/- will be given to the Best Faculty. The compilation of the data will take place in the month of June.

4.4 PAYMENT OF INCENTIVES

At the end of every semester of the academic year, based upon the evidence produced and Recommendations of the Head of the Institution, the incentive will be paid to the faculty members in a felicitation ceremony organized at the Institute.

4.5 OTHER GUIDELINES

- When research publication has multiple authors, the cash incentive shall be divided equally among the authors.
- It is the responsibility of the faculty member to produce evidence of having published paper in the refereed journal and the impact factor of the journal. He has to produce a printed copy of the SCOPUS or other evidence and the Head of the Institution should attest that.
- The incentive shall apply to any number of papers, subject to the condition of Intellectual Property Rights. Plagiarized works, claims on duplicated papers with different titles of the same content in different journals, seminars or dailies and such other irregularities shall attract severe disciplinary action, including recovery of incentives paid earlier and loss of faculty members position at the Institute.
- When a paper being presented in National/ International conference has multiple authors, the right of travel for presentation of the paper will be restricted to the first author; and if the first author so permits to the second author in lieu of the first.
- After checking the claim and approval by the principal, incentive amount will be disbursed to the faculty members.
- As the being of tentative scheme, the criteria and modalities will be amended then and there, by the Institute.

Departmental Quality Assurance Committee (DQAC)

JECRC has a Departmental Quality Assurance Committee.

5.1 COMPOSITION

1) At least 3 Members of Senior Faculty with one senior faculty as academic coordinator head.

5.2 OBJECTIVES

The committee, as a team, would ensure that:

1) All the academic activities like the Lectures/ Practical/ Tutorials are all engaged by respective teachers as per the timetable.
2) Punctuality is maintained for all activities- teachers start the class in time and engage for the duration of the class. No class is left engaged.
3) Any adjustments of load made by the absent teachers are actually engaged fully.
4) The students are involved in the designated academic activity and not disengaged from the activity being conducted in the class.

5.3 RESPONSIBILITIES

1) Block wise and floor wise duties are assigned to faculties to maintain discipline.
2) Take appropriate follow-up action w.r.t. defaulter students i.e. alerting the parents, obtain undertaking from the students and parents regarding consequences of non-fulfilment of attendance requirements.
3) Recommendation to the Principal w.r.t. the remedial/ disciplinary action to be taken.

Sports Policy

JECRC focuses on overall personality development of its students. They are constantly encouraged to participate in various co-curricular, cultural and sports activities so that the leadership and team player characteristics can be inculcated in them.

Lot of inter and intra Institute sports activities and competitions are organized for the students who are enthusiastic about sports activities. The campus is equipped with facilities for conducting indoor and outdoor sports.

1) **Multipurpose Ground:** The campus has a lush green ground for games like cricket and football.
2) **Basketball Court:** The campus has a basketball court where intra Institute competitions are organized during the sports week.
3) **Gymnasium:** The Hostels have the equipment like dumbbells, treadmills etc.
4) **Badminton Court:** The Hostels have quadrangle court for playing badminton

There are various student sports clubs operating in the campus through which students participate at district, state and even national level events. They are given duty leaves and marks are awarded in the discipline and extra-curricular activities section for motivating them for participation.

Curriculum Planning and Implementation

1) Curriculum Delivery
2) Content beyond syllabus
3) Add-on/Certificate courses
4) Cross-cutting issues related to professional ethics, human values, environment and sustainability.
5) Experiential learning through project work, field work, internship etc.
6) Extension and outreach program

The planning of curriculum delivery is shared with the departments through IQAC so that they may plan their activities as per shared plan and include into the academic calendar of department.

Curriculum Planning:- Curriculum planning is done under the consideration of the following points,

1. **Curriculum by University:-** Institute follow the curriculum povided by the university in all programmes.
2. **Prerequisites:-** Subject wise prerequisites are discussed and explained to students.
3. **Content Beyond Syllabus:-** After the feedback received from different stakeholders the gap in the curriculum is identified and delivered by various means.
4. Experiential Learning:- Different activities are planned for students at institute and department level to give the opportunity of learning by doing in addition to RTU syllabus.
5. **Extra Curricular Activities:-** Extra-curricular activities are planned by departments wherein the number of students is participating, it is planned in the academic calendar.
6. **Financial Planning:-** For various planned and unplanned activities, financial planning is done and approval is taken at the start of academic session.
7. **Career and Soft skills:-** Training and placement depeartment provide palacement training to students for career building and placement activities.
8. **Planning to incorporate ICT (Inofrmation and Communication Technology)enabled Teaching Learning:-** For innovation in teaching-learning, different ICT based software and hardware tools are planned to use.
9. **Planning to take Initiatives for:** Sensitization of students and Employees of the Institution to the Constitutional obligations: values, rights, duties and Responsbilities of citizens.
10. **Planning to take Initiatives for:** Tolerance and Harmony towards cultural, Regional Linguistic, Communal, Socioeconomic and other Diversities.
11. **The planning for Continuous Internal Evaluation (CIE)** is started from the guidelines provided by IQAC. Each department adheres to these guidelines and performs the various tasks for CIE. The different department conducts their internal evaluation process based on CO's. The departments follow the transparency in evaluation process and solve student's grievances.
12. **The IQAC ensures the quality and standards of exam papers.** The faculty member finds the slow and advance learners to make efforts so that most of the students are able to complete their graduation in the stipulated time with good percentage.

Examination Policies

Process of question paper formation for internal theory exam:

1. Prior information is provided to faculty members to prepare the question paper with solution of their respective subject.
2. Then mapping of questions to COs will be done.
3. Then scheme of CO Wise evaluation for question paper is defined.
4. In the next step DQAC will scrutinize all papers.
5. If at-least two papers are up to the mark, then DQAC selects final question paper(s).
6. If none of the papers are up to the mark then follow the step 2 to step 6 in an iterative manner.

Process of conduction of internal theory exam:

1. Once the conduction of internal theory exam i. e. midterms is over then evaluation of answer books is started.
2. In the next step DQAC manages/performs the scrutinizing process of all evaluated answer books.
3. Then the answer books are shown to students, if student is satisfied with the evaluation then the result analysis based on Co's will be done.
4. If the student is not satisfied with the answer book evaluation, grievances of students related to evaluation are processed through IQAC, Dept. HOD & DQAC by submitting a grievance form.
5. If the obtained marks in all CO's ≥ 60%, then the student is considered as advance and assignment based on CO's is given to students.
6. If the obtained marks in all CO's < 60%, then the student is considered as slow and assignment based on CO's, question bank is given to students. After the evaluation of assignment based on CO's, marks on notice board are displayed.
7. If any students are still found slow learners by following the above process then mentoring and remedial classes are also arranged for them.

Feedback Policy

A. Feedback collected, analysed and action taken and feedback must be available on website

9.1 Implementation of Feedback

- Feedback forms are approved by IQAC and these forms are hosted on the website of the institute for obtaining online feedback from various stakeholders.
- Request email is sent to various stakeholders like employers, alumni, faculty, students and parents and their feedback and comments are collected.
- Acceptance of the feedback through email, phonic conversation, hard copies and Google forms are acceptable as different mode of communication.
- Link of Google form is made available on the website for providing feedback and their submission is recorded.

9.2 Action Taken

- Compiling and analyses is done on the feedback from various stakeholders like students, parents, alumni, employer etc.
- Segregation of the feedback for curriculum enrichment planning is also done.
- Preparation of the list of all feedback analysis and Action Taken Report (ATR) by DQAC is prepared for sending to IQAC for necessary approval.
- Planning for introduction of the bridge gap courses and content beyond syllabus on the basis of feedback is also done.
- In the end, the feedback is forwarded to the governing bodies with a request to incorporate the suggested changes.

9.3 Repeat Feedback

- Feedback is taken on regular interval to understand the satisfaction level of various stake holders.

9.4 Documents supporting the feedback mechanism

- Google form filled by various stakeholders.
- Google form link
- Minutes of meeting of IQAC
- Feedback and action taken report on website

Grievance Policy

The institute has well defined grievance redressal mechanism through which any grievance related to students, ragging, women harassment, maintenance or any other is taken care by the concerned section/department incharges. As per the designed format a respective individual is requested to submit a generalized grievance form as available on the website www.jecrcfoundation.com/institutional-grievance-committees to the Registrar office or to the concerned department / section incharge in physical form or through online. The grievance form then forwarded to concerned section to take action and action taken report thus submitted within stipulated time for the closure of such grievance and finally information about the action taken is communicated to the individual who has put up the grievance.

There are regular meetings where number of grievance received; action taken and pending grievance are discussed based on the type of grievance. The time to resolve grievances varies from two days to one week.

Startup Policy

This “Startup Policy” got into effect from 01 July 2019 and will be endorsable till 31 Dec. 2024, i.e., for a period of 5 years.

11.1 OBJECTIVE OF THE INCUBATION CENTRE AND THE POLICY

The core objective will be to support and enable innovative ideas to turn into successful startups.

- To develop an incubation centre with world class infrastructure and physical facilities.
- To incubate 50 innovative and technology backed start-ups
- To facilitate and create an internal seed fund of up to 50 Lakhs to support these startup companies.
- To facilitate angel funding & match funding through external investors, CSR programs, grants.
- To develop mentor and expert network which can support the incubated start-ups.
- To develop “support centre” which can provide services like company registration, IP patent, legal etc. at subsidized rates to incubate companies.

11.2 SCHEMES

The scheme encourages the Student Entrepreneurship program.

11.2.1 Courses and Training

- Training on entrepreneurship to be introduced to develop skills and interest in students as content beyond.
- Syllabus for the training will be updated as per current market trends to keep the students aware.
- Faculty members training shall be done on the annual basis through faculty development programs.

11.2.2 Additional Benefits for incubated student start-ups (for mature and operational start-ups)

- Students will get an office for the initial six months after the completion of degree in the incubation centre.
- Facility to defer placement in final year for a period of up to 1 year is also provided to the selected student. They can later opt for placements, in which case, the T&P Dept. will escalate their placements.
- Incubated start-ups may be allowed to convert their project into final year project for the completion of their degrees.

11.2.3 Awareness building and sensitization (for general students and idea / pre idea stage)

- Various programs/events like speaker series, start-ups meet, hackathons, start-up fests etc where student can engage and learn more about entrepreneurship will be conducted.
- Incubator shall conduct half – yearly/annual B-plan competitions and pitching competitions
- Start-ups will be provided access / entry to major start-ups events, programs, conferences.

Financial Policy

The delegation of powers assigned to different individuals. The purpose of this document is to ensure efficient workflow and maintain transparency within the organization.

Delegation of Financial Power as following:

Sr. No.	Designation	Delegated Powers
1	Principal	1,00,000/- (One Lakh Rupees Only)
2	HoD’s	10,000/- (Ten Thousand Only)
3	Student Development Officer (SDO)	25,000/- (Twenty Five thousand Only)
4	Alumni Head	10,000/- (Ten Thousand Only)
5	Placement Cell Head	50,000/- (Fifty Thousand Only)
6	Estate Engineering	1,00,000/- (One Lakh Rupees Only)

Startup Support

13.2.1 FINANCIAL ASSISTANCE FOR START UP

- Seed Funding/Matching Funding will be provided to the start up as sustenance allowance whose project is incubated.
- Assistance to promising start-ups for securing Angel Funding / Grants / CSR funds / Loans at cheaper rates through external sources will be provided.
- Incubator will provide support to the start-ups by providing mentoring services, access to their labs, facilities, etc.
- Introduction of special scholarships, grants, funding support and facilitation of loans at cheaper rates for women majority teams (3)/ people from economically weak background (with a breakthrough idea/innovation)
- Discounted rates for registering a company, filing a trademark, patent filing etc for incubated start-ups

13.2.2 INDUSTRY CONNECTIONS

- Start-ups that are nurtured through incubator will be connected with national and international markets, ecosystem players, multinational companies etc for commercialization, funding, licensing of their technology, technology transfer, business collaboration or potential buyout.
- Incubated start-ups will be offered free cloud hosting, other SAAS based service etc provided by partner originations

Extension Activities

IQAC shall monitor and motivate initiatives of the institute towards the benefits of various sections of society

Overall grooming of students is incomplete without their association with the society and their challenges. The institute has taken imitative where students are motivated to join four different social groups at the institute named – Zarurat, Aashayein, Soch and Suhasini. The purpose of these social groups to connect students with the society by doing the following:

a. Teaching underprivileged students.
b. Donation of kind to needy section.
c. Blood donation / platelet donation during need to needy.
d. Sanitizing society on various issues of importance.
e. Making relationships with various NGOs.
f. Making relationship with old age home and orphan age home.
g. Cleanness drive by doing etc.

The MOTTO of various social groups is learning by doing with the society for the society and in the society.

Alumni Policy

- The JECRC Alumni Association strives to provide platform for constructive engagement between alumni, students and the institution.
- The JECRC Alumni Association regularly organizes Alumni meets and Alumni reunion chapters in the different parts of the country and overseas.
- The JECRC Alumni Association recognizes and acknowledges its alumni for their achievements.
- The JECRC Alumni Association provides opportunities to Alumni for participating in various online and offline activities being organized in the campus.
- The JECRC Alumni Association offers an honorarium of Rs 5,000/- to the Alumni for delivering a talk to the present students.
- The JECRC Alumni Association provides a channel to alumni for easy access to necessary documents that they may need for career growth, higher studies and government jobs.

Placement Policy

Training and Placement Cell arranges and coordinates various training programmes that aim at enriching the students with special skills to meet the industry expectations in career building and in turn bring laurels to the parent institution. As per the industrial scenario we identify, the regional and global needs and work upon the areas of improvements and provide platform for the students to gain knowledge so they can excel at their job.

The TPC also finds opportunities for interaction between academia and industry.

- Strengthening the Institute and the Corporate Relations.
- Arrange for students Industrial Visit
- Unique Initiative taken for enhancing Placement of Below Par Students: JECRC Management has taken a unique initiative of starting a vertical exclusively for placement of students with less than 60% marks and few backlogs. This group works for providing training, motivation and provides opportunities to such students who earlier could not even dream of a Campus Placement.
- Arrange for Competitions Based Hiring
- Conduct the Campus Ambassador Program
- Appoint the Students Placement Coordinators
- Campus Recruitment Training (CRT Program): The training cell helps the students to improve their employability skills in order to face the campus interview confidently and it aims at moulding the students so as to meet the industry expectations in career building. The Training cell arranges aptitude, communication, soft skills and technical training for the students.
- Development of Problem solving skills.
- Learning Smart Technologies to become Industry Ready.
- Dedicated Alumni Cell : The Institute has a dedicated Alumni Cell reporting directly to the Institute Management.
- Entrepreneurship Development and Incubation cell: The Institute believes in developing entrepreneurship in its student and has established an Incubation cell to promote start-ups. It is given high priority and is directly monitored by head of Institution.

Students Progression

16.1 STUDENT WELFARE

This year the institute has taken the multiple initiatives for the welfare of the students. Some of these initiatives are enumerated below:

1. The institute have facilitated the students by allowing them to deposit the tuition fees in 9 EMI's at 0% interest.
2. For carrying out Project/Technical activities, the students are provided financial support for procurement of hardware, raw materials etc.
3. Meritorious students who are able to secure Ist , IInd & IIIrd position get financial support from the Institute.
4. There are technical clubs established, to promote research & design where hardware is provided to the students by the institute.
5. Meritorious students are appreciated from time to time.
6. Mentors are assigned to each student and a special one-month training called as "Train the Trainer" is imparted to faculty members so that they in turn impart the same training to final year students.
7. The students are also provided additional training by reputed external agencies.
8. MOU's with industry provide skill-based training to students at a discounted rate.
9. Under the Social Responsibility events, the students under guidance of faculty members teach underprivileged students and also provide support for SDP donor.
10. Cultural events like "Nukkad Natak" are performed at nearby places in and around Jaipur by the students.
11. Industrial visits for students are organized for the students with the support of Bhraman Club, which at subsidized rates organizes the industrial visits throughout India.
12. Special academic leaves are allowed to students as per requirement.
13. Appreciations Certificates are provided to students who take part in or organize inter Institute /institutes events.
14. Alumni meets are organized at regular intervals and the distinguished alumni gets recognition.
15. Students are encouraged to join in tree plantation activities.
16. Start-up funding is allocated to students and they are also given 3% equity as stakeholder.
17. Training and placement cell motivate the students to pursue higher education.
18. Training and placement cell contact the core industries and arranges the training through "Intershala".

Objectives of Central Time Table Committee:

1. To optimize allocation of lecture rooms, tutorial rooms and laboratories for maximum utilization of resources, conference rooms, seminar halls.
2. To allocate resources during curricular and extracurricular activities.
3. All departments send their time table to the committee, before the start of semester.
4. In case there is some non-allotted resource, the same is allocated as per the requirement.
5. After optimization the same is submitted to principal for approval.

*Note: **All the related policies are discussed with the stake holders and thus submitted to National Society for Engineering Research and Development (NSERD) for their approval. Approval of the same is taken from NSERD time to time. ***